

VRIS UPDATE

Documentation of Placement Activities Effective 9-22-09 Number 237

SUMMARY OF UPDATES

The Case Record Documentation Requirements Guide and Employment Services Chapter has been revised to reflect additional documentation guidelines when client are participating in placement activities. Job leads are to be related to each individual's job goal. If job leads are provided that do not match with the job goal there should be documentation explaining the rationale for the additional leads. This documentation can be brief, however should explain the rationale for providing leads for jobs that do not reflect the job goal.

FORMS REVISED

The revised Case Record Documentation Requirements are posted to VRIS; Program Manual; Policy; [Case Record Documentation Requirements](#)
The revised chapter is posted to VRIS; Program Manual: Team Services: [Employment Services](#)

MONITORING REQUIREMENTS

When Office Directors are reviewing casework of staff providing placement activities Office Directors should assure the documentation is completed.

TEAM COMMUNICATION

This update should be reviewed with the team by the Office Director.

LEADERSHIP CONTACT

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